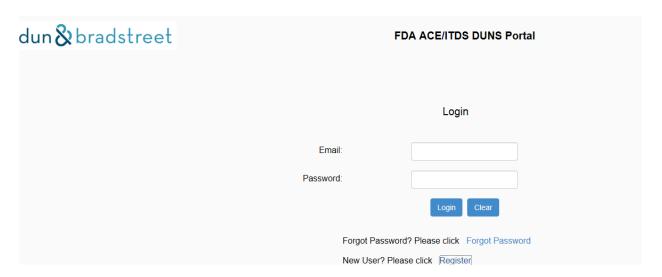
How to Look-up a DUNS number from FDA ACE/ITDS DUNS Portal

The following document will provide step-by-step instructions on how to look-up a DUNS number using the FDA Automated Commercial Environment/ International Trade Data System (ACE/ITDS) DUNS Portal. Additionally, there is also information on how to update a firm record or request a new DUNS be created.

For a quick reference sheet, see the user guide at this website: http://www.fda.gov/ForIndustry/ImportProgram/ucm456276.htm

Step 1. Open a browser and type this URL address – https://fdadunslookup.com



Step 1a) If you have an account created already, type in your email address and password to login then Skip If you do not have an account, go to step 1b.

dun & bradstreet	FDA ACE/ITDS DUNS Portal		
		Login	
	Email:	John.Doe@Expeditors.com	
	Password:	••••••	
		Login Clear	
	_	Forgot Password? Please click Forgot Password New User? Please click Register	

Step 1b) If you do not have an account and you want to create one, click the "Register" button

Login		
Email:		
Password:		
	Login	
Forgot Password?	Please click Forgot Password	
New User? Please	e click Register	

Step 2. To register, fill out the required information. Check the box to agree to the terms and conditions and click "Add user". You should receive an email shortly after submitting your info that contains your login information.

	Note: Please use your Business Email for verification purposes.	
Email: *		
Confirm Email: *		
Password: *		
Confirm Password: *		
First Name: *		
Last Name: *		
Organization: *		
DUNS Number:		
Country: *	Select Country	
Street Address: *		
Cit u a		
City: *		
State/Province: *		
Zip/Postal Code: *		
Phone Number: *		
■ I Agree to The Terms and Conditions		
	Add User Clear	

Upon successful login, you will be brought to the firm look-up page. From here, you can either search for a DUNS number, or validate a DUNS number that you already have.

DUNS Number must be 9 digit number. (Example: 12-345-6789)
Facility Name is required.
Street Address is required.
City is required.
Please select Country

Step 3.

To search for a DUNS number, fill out the required information and click "Lookup". It is important to note that ALL facility name and address fields must be filled out regardless if you have a DUNS or not. If you have the DUNS number, you can include that in the search and the "Lookup" button will be replaced with a "Validate" button.

For example, to search the DUNS number for Bayer Healthcare LLC, fill out the required information (Facility Name – Bayer Healthcare LLC, Street Address – 100 Bayer Road, City – Pittsburgh, Country – United States, State – Pennsylvania) and click "Lookup".

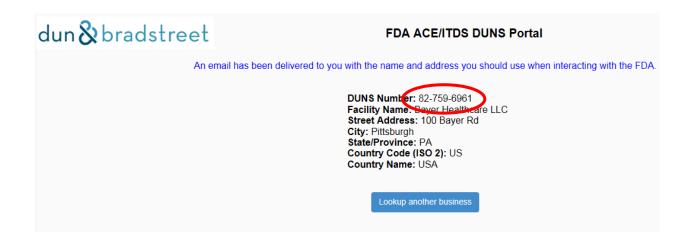


Step 4. Your query may result in a number of firms appearing on your List of Facilities page. Choose the firm name and address that you know is **correct** by clicking "Accept & View DUNS".

If the address needs to be updated, click "Update" and you will initiate an inquiry with Dun & Bradstreet which will result in the firm info being updated. (Skip to step 6) If you want to start another search, you can click on the "Lookup another business" button. Finally, if the firm is not in the list, you can click on "Facility not in the list" and you will initiate an inquiry with Dun & Bradstreet which may result in a new DUNS number being created. (Skip to step 6)

List of Facilities				
Please choose the correct Facility from the list below or click "Facility not in the list" to submit an inquiry with Dun & Bradstreet.				
Facility Details acility Name: Bayer Healthcare LLC treet Address: 100 Bayer Rd tty: Pittsburgh tate: PA country: USA piProstal Code: 152059707 hone Number: 4127772000 artial DUNS: ""-"-"-"6961	Accept Existing D&B Record Accept & View DUNS	Request Update of D&B Record Update		
acility Name: Bayer Corporation treet Address: 100 Bayer Rd tity: Pittsburgh tate: PA ountry: USA pil/Postal Code: 152059741 hone Number: 4127772000 artial DUNS: """ 0248	Accept & View DUNS	Update		
scility Name: Bayer US Finance LLC treet Address: 100 Bayer Rd tty: Pittsburgh tate: PA ountry: USA piPostal Code: 152059707 hone Number: 4129494157 artial DUNS: """207	Accept & View DUNS	Update		
acility Name: Bayer Cropscience Holding Inc. treet Address: 100 Bayer Rd Bidg 4 tty: Pittsburgh tate: PA ountry: USA piPostal Code: 152059707 hone Number: 4127772000 artial DUNS: "".8838	Accept & View DUNS	Update		
acility Name: Bayer Horitage Federal Credit Union treet Address: 100 Bayer Rd Bidg 6 (by: Pittsburgh tate: PA (active 100 Bayer Rd Bidg 6 (by: Pittsburgh tate: PA (active 100 Bayer Rd Bidg 6 (by: Pattsburgh tate: PA (active 100 Bayer Rd Bidg 6 (by: Pattsburgh 100 Bayer Rd Bidg 6 (by: Pattsburgh Rd Bidg 7 Bayer Rd Bidg 7 Bi	Accept & View DUNS	Update		
acility Name: Bayer Healthcare LLC treet Address: ity: Pritsburgh tate: PA ountry: USA piProstal Code: 15230 artial DUNS: "-"-0429 artial DUNS: "-"-0429	Accept & View DUNS	Update		
reet Address: ty: Pitisburgh ate: PA pitostary: USA piPostal Code: 1520 rrital DUNS: ****5990	Accept & View DUNS	Update		
scility Name: Bayer Chemicals Corporation reret Address: 100 Bayer Rd (ty: Pittsburg) 100 Bayer Rd (ty:	Accept & View DUNS	Update		
acility Name: Bayer Finance Corporation treet Address: 100 Bayer Rd Bidg 4 lifty: Plitsburg Interest Address: 100 Bayer Rd Bidg 4 lifty: Plitsburg Interest Address: 100 Bayer Rd Bidg 4 lifty: Plitsburg Interest	Accept & View DUNS	Update		
acility Name: Bayer Corporation treef.Address: 100 Bayer Rd ity: Pittsburgh ate: PA ountry: USA piProstat Code: 152059741 none Number: 4127781280 artial DUNS: """704	Accept & View DUNS	Update		
Lookup another business Facility not in the list				

Step 5. By clicking "Accept & View DUNS", you will be taken to the results page that contains the full DUNS number for the firm. In addition to this, you will receive an email with the DUNS number and firm information.



Step 6. If the firm data needs to be updated, or the facility you were searching for was not found, you can initiate an inquiry with Dun & Bradstreet. The inquiry will determine the firm record is updated or a new DUNS number will be created if no firm record exists.

To initiate this inquiry, complete the required information on the Create Inquiry/update page. Then click on "Create Inquiry". The inquiry results will be emailed back to you once Dun & Bradstreet has completed the inquiry.

